NOAA Enterprise Messaging Committee
Terms of Reference

Purpose:

The National Oceanic and Atmospheric Administration (NOAA) Enterprise Message Committee (EMC) provides management and direction for NOAA's Enterprise Message System (NEMS) and related applications, and oversees operations and enhancements to the NEMS. The applications include Directory Services and Enterprise Calendar. In addition, the EMC provides input to the CIO Council on potential NEMS related projects and projected funding requirements.

Membership:
- Chair: Fred Walton, NOAA CIO/ITOO/ENSD, 301-713-3333, ext. 162, fred.walton@noaa.gov
- Executive Secretariat: Fred Walton(OCIO), 301-713-3333, ext. 162, fred.walton@noaa.gov
- Members:
  - ▸ Principals
    - NESDIS ... Charly MacFarland
    - NMFS ... Bill Bradley
    - NOS ... Tom Murphy
    - NWS ... Mike Jackson
    - OAR ... Jeremy Warren
    - NMAO ... Greg Bass
    - CAO OCIO ... Trena Simon
- Contact person: Fred Walton(OCIO), 301-713-3333, ext. 162, fred.walton@noaa.gov
- Working groups:
  - ▸ As required to deal with specific projects

Roles and Responsibilities:
- Members:
  - Attend Committee meetings.
  - Act as conduits to provide a two-way flow of information between the MCB and the LO regarding electronic messaging and its applications.
- Committee:
  - Provides strategic direction for NOAA's Enterprise Messaging
  - Analyzes messaging alternatives and risks
- Meeting Frequency:
  - Bi-weekly.

Decision-Making Process:
Decisions will be accomplished by consensus (i.e., no one votes thumbs down on an issue). The Chair will strive for consensus on every issue. The chair maintains 51% of the vote, therefore the final decision is made by the Chair when consensus is not achieved. Issues for which consensus is not achieved can be elevated to the NOAA CIO Council through a Council member. The Committee may also chose to elevate significant policy issues for a decision at the Council level.

Charter:
- The EMC, originally known as the Messaging Configuration Board (MCB), was formalized by a memorandum from Deputy Under Secretary Scott Gudes on April 2, 1999. By early 2000, the MCB sought and gained a position as a committee reporting to the then newly formed CIO Council, and has become the Enterprise Messaging Committee.